

**Sample Grades 1-12 School**  
**HOURS OF INSTRUCTION CALCULATION TOOL**  
**GRADES 7-12**

**Required Hours**

**1,137**

**STEP 1:** Insert the day that school will begin and the day that school will end.

**Beginning Date**

**8/28/17**

**Ending Date**

**6/6/18**

**STEP 2:** The total number of weeks (Sunday through Saturday) between the beginning date of school and the ending date of school, even if some of the weeks are a partial week, is determined below. In Step 4 you will indicate if the school will not be in session for any of the weeks.

**Number of Weeks**

**41**

**STEP 3:** Insert the number of hours and minutes of instruction for each day of the week. Hours include recess and time for pupils to transfer between classes but do not include lunch periods.

	Hours	Minutes
<b>Sunday</b>		
<b>Monday</b>	6	30
<b>Tuesday</b>	6	30
<b>Wednesday</b>	6	
<b>Thursday</b>	6	30
<b>Friday</b>	6	30
<b>Saturday</b>		
<b>Total Weekly Hours</b>	<b>30</b>	<b>120</b>

**STEP 4:** List any vacation days or partial days between the beginning and ending date of school. Indicate the number of hours that the school day will be reduced by. For example, if you are having school for 2 hours on January 3rd and you normally have a 6 hour school day, insert 4 hours for January 3rd. You could also enter several days that school will not be in session in one cell by placing the dates that school will not be in session (for instance from 12/25/17-12/29/17) in the "Date(s)" column and inserting the total number of hours and minutes that school will not be in session. **If the first week or last week of the school is not a full week, DO NOT include the dates the school will not be in session before the beginning date or after the end date.**

			<b>Days Off/Partial Days</b>		
	<b>Date(s)</b>	<b>Hours</b>	<b>Minutes</b>		
1	10/16	6	30	11	
2	11/23-11/24	13		12	
3	12/22-1/3	32		13	
4	1/15	6	30	14	
5	2/19	6	30	15	
6	3/26-3/30	32		16	
7	4/17	2		17	
8				18	
9				19	
10				20	

**Number of Instruction Hours**

**1,201**

**The number of hours appears sufficient.**